

**Request for Proposal
For:**

**Exterior Facade Restoration
Milwaukee Public Museum
800 West Wells Street
Milwaukee, Wisconsin 53233-1478**

Project Number O114-11436



DEPARTMENT OF TRANSPORTATION AND PUBLIC WORKS

Milwaukee County

Jack Takerian • DIRECTOR of TRANSPORTATION and PUBLIC WORKS

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September 22, 2011

Project:

EXTERIOR FACADE RESTORATION

Milwaukee Public Museum

800 West Wells Street

Milwaukee, Wisconsin 53233-1478

Project Number:

O114-11436

Subject:

All qualified consultants:

To provide professional design services for exterior façade restoration of the Milwaukee Public Museum.

INTRODUCTION

This is a Request for Proposal (RFP) authorized by the Director of Transportation and Public Works for Milwaukee County is to provide professional architectural and engineering design services required to:

- 1). Review the attached reports Milwaukee Public Museum Marble Façade by GRAEF, Inc (dated December 2010) and Visual Façade Evaluation Report by GRAEF, Inc. (dated November 2010).
- 2). Provide optional solutions to correct conditions of distress and deterioration, which will prevent future conditions from occurring.
- 3). Complete construction documents for the exterior façade restoration to the Milwaukee Public Museum.
- 4). Provide recommendations for general building maintenance and repairs to the exterior façade of the Milwaukee Public Museum.

Project location:

Milwaukee Public Museum

800 West Wells Street

Milwaukee, Wisconsin 53233-1478

GENERAL REQUIREMENTS OF ARCHITECT / ENGINEER

The qualified consulting firm must have an architectural and/or engineering staff maintaining a current professional license in the State of Wisconsin. Refer to the Type "A" agreement accompanying this document to find additional information regarding contract requirements for Milwaukee County Professional Services.

EXISTING BUILDING DESCRIPTION

The Milwaukee Public Museum ranges in height from a single story to eight stories. The majority of the building is clad in stone panels. The North façade (facing MacArthur Square) and South façade (facing West Wells Street) are veneered in white marble panels, approximately four feet by six feet tall and supported on a steel shelf angle at every third row of panels. The East and West facades are finished in limestone panels. A minor portion of the exterior wall is clad with granite panels, at its base. There is a garage on the north side of the building that is located such that the roof is nearly even with MacArthur Square. The East elevation of this garage is clad with ceramic tile.

The Southeast portion of the building that houses the I-Max Theater was an addition to the original building. This portion of the building is clad with precast concrete panels.

The Northeast portion of the building that formally housed the Discovery World is not within the scope of this Request for Proposals, because it is not owned by Milwaukee County.

Existing drawings of the Milwaukee Public Museum are available to any qualified architectural / engineering consultant responding to the Request for Proposal. Archive drawings are available at:

City Campus Building
2711 West Wells Street
Drawing Archives – fourth floor
Milwaukee, Wisconsin 53208

GENERAL PROJECT DESCRIPTION

The purpose of this Request for Proposal is to provide architectural / engineering services to complete construction documents for the exterior façade restoration of the Milwaukee Public Museum. Conditions of significant distress and deterioration have affected the integrity of the façade at specific locations. The three main areas of concern at the exterior facade and focus of this Request for Proposal will include: 1). Veneer marble panels located at the North and South façades, 2). Veneer limestone panels located at the East and West facades, and 3). Veneer granite panels at the base of a small portion of exterior walls.

- **Veneer Marble Panels**

Provide complete and comprehensive architectural / engineering services to prepare construction documents to correct conditions of distress and deterioration that has occurred to the veneer marble panels on the South and North façade, as outlined in the Milwaukee Public Museum Marble Façade by GRAEF, Inc., dated December, 2010. The architect / engineering consultant shall investigate conditions of deterioration as noted in the GRAEF report and document any new conditions discovered. Provide optional solutions to correct conditions of distress and deterioration, which will prevent future conditions from occurring.

- **Veneer Limestone Panels**

Several conditions of distress and deterioration have been noted in the Visual Façade Evaluation Report by GRAEF, Inc. dated November 2010. The architect / engineering consultant shall provide services to prepare construction documents to correct these conditions of distress and deterioration noted in this report. A summary of these conditions are outlined below and described in detail in the GRAEF report:

- Condition 1 – cracking of panels near the horizontal joints, deteriorated mortar joints near the base of the wall, and rust staining at the base of the wall that may be from the support angle above.
- Condition 2 – the stone panels (West elevation) at the parapet height have shifted.
- Condition 3 – the sealant joints in the limestone panels are in poor condition (sealant is no longer flexible and in some areas is losing adhesion to the stone panel).
- Condition 4 – deteriorated mortar joints were observed in the area where the garage intersects with the north wall of the Museum.

- **Veneer Granite Panels**

A granite panel at the base of the wall, north elevation – east end, has cracked horizontally.

- **General Building Maintenance and Repairs**

A number of recommendations were made in the November, 2010 report by GRAEF, Inc. for general building maintenance and repairs, which should be addressed by the architect / engineering consultant.

SCOPE OF CONSULTANT SERVICES

The successful Architect / Engineering consultant shall provide complete and comprehensive architectural / engineering design services for exterior façade restoration of the Milwaukee Public Museum. The Architect / Engineering consultant shall provide Milwaukee County with a:

- Summarization of the attached GRAEF, Inc. reports.
- Visual inspection of the exterior façade, verifying conditions of distress and deterioration of veneer marble panels, veneer limestone panels, veneer granite panels, and general exterior facade maintenance.
- Provide optional solutions to correct distressed and deteriorated conditions.

- Further exploration to determine the extent of deterioration to the structural support system for the marble panels (if determined necessary by Milwaukee County) prior to final construction documents.
- A minimum of two (2) cost estimates one preliminary cost estimate at the design development phase of the project and a second cost estimate at the completion of construction documents, prior to final document approval.
- Construction documents shall be stamped and signed by the responsible architect / engineer with their Wisconsin Registration Seal(s).

Refer to the Type "A" agreement accompanying this document to find additional information regarding contract requirements for Milwaukee County Professional Services.

A. GENERAL CONSULTANT REQUIREMENTS

1. Provide agency coordination for all plan reviews and permits required.
2. Schedule, attend, and facilitate a project design kick-off meeting and be prepared to attend periodic meetings to review the project status with the design team, the Milwaukee County's project team and other invitees as necessary to address planning and design issues.
3. Submit a total of five (5) sets of various reports, project manuals and construction plans for review and comments at each level of project development.
4. Assist in identifying and/or pre-qualifying contractors for construction.
5. Provide Basic Design Services as described below.
6. Provide Basic Bidding and Construction Observation Services as described below.
7. Provide Quality Control for the exterior facade restoration project as described below.

B. BASIC DESIGN SERVICES

1. The architectural / engineering consulting firm shall assemble a design project team to perform the scope of services outline and requirements outlined above.
2. Design Development

Upon completion of review and summarization of GRAEF, Inc. reports, and visual inspection of exterior facades the architectural /engineering consultant shall proceed into the design development phase of the project. In the design development phase the architectural / engineering consultant shall investigate and select a solution to correct the conditions of distress and deterioration that has occurred to the veneer stone panels on the exterior façade of the Milwaukee Public Museum. Design development documents shall be per Article 3.3 of the attached consultant agreement. The required deliverables shall include but are not limited to:

- a). Design development documents shall include a minimum of:
 - Site plan of the museum showing adjacent streets, relationship to adjacent existing buildings, and site plan will also be exterior elevation key.
 - Exterior façade elevations shall show all panel joints (indicate type of joint), existing windows, existing exterior doors, miscellaneous exterior openings, exterior signage, and any existing artwork attached to the façade.
 - Preliminary detailing of solution to correct the conditions of distress and deterioration that has occurred to the veneer stone panels.
 - Documentation of materials used in exterior façade restoration.
 - Preliminary cost estimate of exterior façade restoration.
 - Preliminary construction schedule, which shall be based on the museum's hours of operation and museum's schedule of special exhibits. The Milwaukee Public Museum is highly sensitive to any disruption of their daily activities or inference of public access to the museum during the construction phase of exterior façade restoration.

3. Final Design and Construction Documents

Upon review of design development documents by Milwaukee County (AE&ES and Director Facilities and Operations) and approval, the architectural / engineering consultant can proceed onto construction documents. Contract documents shall be per Article 3.4 of the attached consultant agreement. The required deliverables shall include but are not limited to:

- a). Construction documents:
 - Site plan
 - Exterior elevations
 - Wall sections
 - Details
 - Project manual (specifications)
- b). Five sets of "in-progress" contract documents for review by Milwaukee County at 30% completion (construction drawings only). See the tentative project timetable below.
- c). Five sets of "in-progress" contract documents (four sets of construction drawings and one project manual) for review by Milwaukee County at 90% completion. The 90% completion meeting will be the final review meeting before distribution of construction documents for bidding. This review meeting will include all County departments involved, consultant, and all sub-consultants. See the tentative project timetable below.
- d). At the 90% completion review meeting the architectural / engineering consultant shall provide detailed cost estimate based upon the construction documents for exterior façade restoration.
- e). At the 90% completion review meeting an independent source experienced in veneer stone panel restoration (as arranged by the consultant and approved by Milwaukee County) shall provide a detailed cost estimate based upon the construction documents for the exterior façade restoration.
- f). At the 90% completion review meeting provide an up-dated construction schedule, which shall be based on the museum's hours of operation and museum's schedule of special exhibits. The Milwaukee Public Museum is highly sensitive to any disruption of their daily activities or inference of public access to the museum during the construction phase of exterior façade restoration.
- g). The architectural / engineering consultant shall provide final technical specifications, which follow the Uniform Format Construction Index of the Construction Specifications Institute (CSI). In the technical specifications a minimum of three approved manufacturers may be listed for major material items or systems, the Owner (Milwaukee County) may require to specify a particular product or "approved equal" to maintain Milwaukee County standards.
- h). Review, respond, and incorporate comments from the 90% review meeting into the final construction documents.
- j). The architectural / engineering consulting firm shall provide final construction documents (technical specifications and construction drawings) to Milwaukee County in a reproducible format for printing (Milwaukee County will be responsible for reproduction and distribution for bidding). The architectural / engineering consulting firm shall also provide Milwaukee County with a copy of the final construction documents in electronic format.
- k). The architectural / engineering consulting firm shall be responsible for submitting final approved construction documents to the City of Milwaukee Development Center for plan approval (if required).

- l). The architectural / engineering consulting firm shall be responsible for the accuracy of the services performed and promptly make necessary revisions or corrections resulting from negligent acts, and/or omissions without additional compensation. The consulting firm shall be responsible for losses or cost to repair or remedy as a result of the consultant's negligent acts, errors or omissions.

5. Bidding and Construction

- a). Attend Pre-Bid meeting.
- b). Document all information requested by bidders and interpretation of bidding documents in writing to the owner.
- c). Any information needed to clarify any condition which might affect the cost of the work bid shall be answered by an Addendum sent out no later than five (5) days prior to the close of bids. Prepare and deliver master Addendum to Milwaukee County (AE&ES) for reproduction and mailing.
- d). Selecting a Contractor: In a competitive bidding situation, its important to ensure that the specifications require that bidders must have a minimum of five years experience with exterior facade restoration in stone veneer panels to be eligible to bid the project. Requiring proof of qualification ahead of time will simplify the bidding process by eliminating unqualified bidders ahead of time. Assist Milwaukee County (AE&ES) in analysis of the submitted bids.
- e). Attend Pre-Construction meeting.
- f). Answer Request for Information (RFI) submitted by the General Contractor. If required and approved by Milwaukee County prepare a Construction Bulletin to answer Request for Information and to assist the General Contractor in preparing a Change Order. Prepare and deliver all Construction Bulletins to Milwaukee County (AE&ES) for reproduction and mailing.
- g). Review and approve with Milwaukee County (AE&ES) all shop drawings, product data, and samples covering specified materials in the bidding documents.
- l). Prepare and submit punch list, substantial completion and acceptance documentation for the project.

C. **QUALITY CONTROL**

1. Milwaukee County Department of Transportation and Public Works is required by County policy to monitor and track quality control of design and construction projects.
2. Milwaukee County Department of Transportation and Public Works will track, categorize and identify reasons for changes to the bid documents during construction. The quality control procedures established and practiced by the consultants are expected to result in minimal changes in construction due to contract documents errors and/or omissions in the Bid Documents.
3. Milwaukee County reserves the right to request partial or full reimbursement from consultants for change orders resulting from errors and omissions in the bid documents.

D. **TENTATIVE PROJECT TIMETABLE**

• First Advertisement – RFP	M.	09/26/2011
• Second Advertisement – RFP	M.	10/03/2011
• Pre-Proposal Meeting	Th.	10/06/2011
• Proposals Due	M.	10/10/2011
• Contract Awarded	W.	10/12/2011
• Design Kick-off Meeting	W.	10/12/2011
• Design Development Review	W.	11/02/2011

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| • 30% Contract Document Review | W. | 11/16/2011 |
| • 90% Contract Document Review | W. | 11/30/2011 |
| • Final Contract Documents | W. | 12/07/2011 |
| • Department Approval & Signatures | M. | 12/12/2011 |
| • Printing & Document Distribution for Bidding | M. | 12/12/2011 |
| • Bids Due | W. | 12/28/2011 |

E. ADDITIONAL SERVICES

1. The selected architectural / engineering consulting firm may be required to provide additional services. Additional services, if required, shall be based on Additional Services Rate Itemization listed in Section 4.2 of the attached Consultant Agreement.

F. PRE-PROPOSAL MEETING

1. The Pre-Proposal Meeting will conform to Milwaukee County's Proposal Preparation, Submission, and Evaluation Guidelines (see attachments). The Pre-Proposal Meeting and site visit is scheduled for Thursday; October 06, 2011 at 2:00 PM. It will be held on-site at the Milwaukee Public Museum:
Milwaukee Public Museum
800 West Wells Street
Milwaukee, Wisconsin 53233

G. PROPOSAL CONTENT

1. **Cover:**
Shall include the project name; project number; project location; consultant's, address, telephone number, fax number; and proposal date, etc...
2. **Table of Contents:**
Shall identify by section and page number the material include in the proposal submitted.
3. **Letter of Transmittal:**
The letter of transmittal shall include the name and description of the organization submitting the proposal. Also briefly state the submitter's understanding of the service to be provided.
4. **Experience:**
Include a list of similar projects (stone veneer panel façade restoration) that the organization has been the leading design consultant on in the past five (5) years. Attach a separate sheet for each project and give a brief description of each project, staff participation, and any sub-consultants used. Also include any similar projects that the organization has participated on with Milwaukee County.
5. **Project Organization:**
Include an organizational chart of the project team, including the relationship of the sub-consultants to be used for this project. The name of the Principal-In-Charge of this project along with their professional registration number in the State of Wisconsin shall be clearly indicated in this section of the proposal, along with the name, occupation and title of the Project Manager who will be in charge. Provide a resume of each individual involved in the project, and a description of their related experience including time contributed in this capacity on past projects.
6. **Alternate:**
Include the name of an Alternate Principal-In-Charge in the event that the originally declared Principal-In-Charge is not able to fulfill their duty. Milwaukee County Department of Transportation and Public Works also reserves the option to select an Alternate Principal-In-Charge.

7. Sub-Consultants:

Indicate the names and addresses of consultants and/or associates proposed in this project. State the capacity they would be used in and the approximate percentage of the total services they would provide. Also state their past experience in the field of stone veneer panel façade restoration.

8. Project Approach:

Provide a brief description of how this project will be handled, problems anticipated on this project, and how you propose to overcome them.

9. Scheduling:

Provide a bar chart of the project schedule, which indicates a sequence, timetable, and relationship to tasks, which are necessary to complete the project. The Milwaukee Public Museum is highly sensitive to any disruption of their daily activities or inference of public access to the museum; any project schedule proposed must take into account operational hours and times of special exhibits to avoid any disruption. Include a statement indicating that the proposed project schedule can be met. Submit an alternate schedule if the proposed schedule couldn't be met.

10. Constant Effort:

Include a spreadsheet / matrix listing the names, classifications, hourly rates, and relationship of tasks, which are necessary to complete the project as described in this Request for Proposal.

11. DBE Requirements:

Milwaukee County's policy is to achieve twenty-five percent (25%) Disadvantaged Business Enterprise participation in the professional services work to be performed. The proposal must list names and addresses of the DBE firms used, the tasks performed by them and percentage of the work performed by them. The work must be done by certified DBE firms, with the goal of selecting work, which will enhance and further the DBE's experience in the design through construction administration process. For assistance, contact the DBE office at (414) 278-5248.

12. Equal Opportunity:

The consultant(s) must be an Equal Opportunity Employer. Proof of this is indicated in that section of the Proposal.

13. Fee Proposal:

The fee for this project shall be clearly stated as a lump sum for basic services as detailed in this document. Additional services will be made on a cost not-to-exceed basis and shall not be included in the lump sum fee for Basic Services.

H. PROPOSAL SUBMISSION REQUIREMENTS AND FORMAT

1. The Proposal must be submitted by Monday, October 10, 2011 at 2:00 P.M. to:

Milwaukee County Department of Transportation and Public Works
Architectural, Engineering, & Environmental Services
City Campus, second floor
2711 West Wells Street
Milwaukee, WI. 53208

p. (414) 278-4854
f. (414) 223-1366

Attention: Walter L. Wilson, FAIA, NOMA
Principal Architect

2. Six (6) copies of the Proposal must be submitted in a sealed envelope only. No other container is acceptable.
3. Each envelope must be identified with the submission date, project number and title, and name and address of submitting party. Envelops which are not properly identified or received after the time and date as noted above will be rejected.
4. Proposal must respond to each component as listed in PROPOSAL CONTENT, in order as presented and in the form or format as requested. Each response must identify the heading and must respond entirely to each segment without reference to any other part of the Proposal.
5. The proposal must be submitted in a single bound 8-1/2 inch by 11-inch document.
6. In order to expedite the Agreement award process, each Prime Consultant is to completely fill in and include the attached Stipulated (lump sum) Standard Prime Consultant Agreement for Professional Services Type "A" Agreement. Insurance forms as required per agreement will be required from the successful consultant only.

I. PROPOSAL EVALUATION / CONSULTANT SELECTION

1. Proposal will be evaluated and ranked on the following criteria:

• Quality and responsiveness to the Request for Proposal.	20%
• Project approach and understanding, including strategy to Perform requested work and time schedule.	30%
• Qualifications and experience of Architect / Engineering consulting firm.	30%
• Fee and hourly rates.	15%
• Qualifications / Experience of DBE Consultant.	<u>5%</u>
Total	100%
2. The evaluation team will be made up of three (3) to five (5) individuals with technical knowledge of the requirements, and familiarity with the project.
3. Selection of the architectural / engineering consulting firm will be made entirely on the basis of the items requested in the Request for Proposal and as addressed in the Proposal.
4. Consultants submitting a proposal must be recognize this is not a bid procedure, and a Professional Services agreement will not be awarded solely on the basis of the low fee proposal. Milwaukee County reserves the right to accept or reject any and all proposals, issue addenda, request clarification, waive technicalities, alter the nature and/or scope of the proposed project, request additional submittals, and/or discontinue this process.

J. GENERAL CONSULTANT SELECTION REQUIREMENTS

The successful prime consultant shall disclose in their proposal any affiliation with a contractor(s) that may consider submitting bids in the construction bidding process for this project. Milwaukee County reserves the right to reject any and all proposals if determined to be in the best interest of Milwaukee County.

The proposal shall conform to all attached documents. All proposals should use this Request for Proposal and its attachments as the sole basis for the proposal. The issuance of a written addendum is the only official method through which interpretation, clarification or additional information will be given.

All costs for preparing, attending the selection interview (if required), or supplying additional information requested by Milwaukee County, is the sole responsibility of the submitting party. Material submitted will not be returned.

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Exterior Façade Restoration
MILWAUKEE PUBLIC MUSEUM
Project Number: O114-11436

Please return five (5) copies of your proposal no later than 2:00 PM. on October 10, 2011 (Monday), to
Walter Wilson - Principal Architect.

Address: Architectural, Engineering, Environmental Service
City Campus
2711 West Wells Street
Milwaukee, WI. 53208

Please direct any questions regarding this Request for Proposal in writing at the above address or
FAX number.

Walter L. Wilson, FAIA, NOMA
Principal Architect

Attachments:

- 1). Type "A" agreement for Milwaukee County Professional Services.
- 2). Visual Façade Evaluation Report, by GRAEF, Inc. – dated November 2010.
- 3). Milwaukee Public Museum Marble Façade, by GRAEF, Inc. – dated December 2010.

Cc: Larry Bannister, Director of Facilities and Operations
Greg High, Director, AE&ES
Walter Wilson, Principal Architect
Gary Drent, Fiscal & Budget Manager